

Zoho Connect

"Collaborate better at work"

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1. What is Zoho Connect?

2. When should you consider implementing Zoho Connect for your organization?

3. How Zoho Connect helps your team to collaborate better?

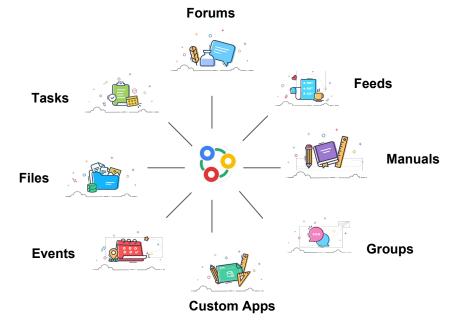


Agenda



What is Zoho Connect?

Zoho Connect is a **complete intranet solution** which helps your employees to collaborate better within the organization and also with external stakeholders that your organization works with.





Zoho Connect for Employees

- Share & Discuss about ideas and happenings in the organization.
- Join groups of their interest and create groups of their own.
- Create & Share files with their fellow employees.
- Share blogs and news articles with all employees.
- Access the knowledge management articles.
- Create events and manage their tasks.
- Reduce internal emails and get work done faster.





Zoho Connect for Admins/Management

- One Platform to share important announcements to all employees.
- Host company & team level discussions effectively.
- Share internal newsletters.
- Create custom forms to automate internal processes.
- Run polls and get feedback from employees.
- Create a searchable knowledge base for the organization.
- Create file repository for the organization and teams inside.
- Create external networks to enable collaboration with external stakeholders.





When should you consider Zoho Connect for your organization?

- When your organization is growing and would require a tool to streamline employee communications.
- When you want to reduce the number of internal emails and thereby save time that employees spend on emails.
- When you want to create an open and transparent platform for employees to share their ideas and indulge in productive discussions.
- When you want to have a one stop platform for internal communications, file management, knowledge management, task management and custom applications.



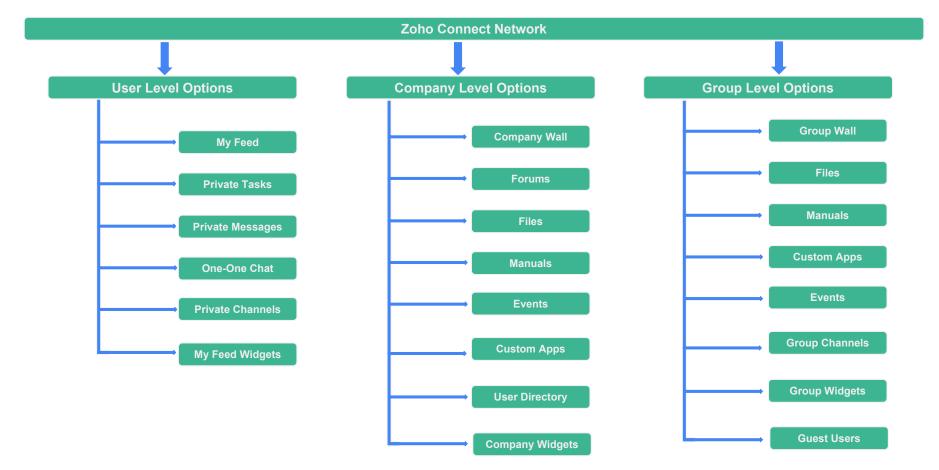
How Zoho Connect can help to collaborate better?

- Employees can stay connected to workplace happenings from anywhere.
- As all the conversations are at a single place, it is easy to search for the required data.
- Zoho Connect is not only a private social network, but a complete intranet with files management, knowledge management, tasks, events etc.
- Employees have a platform to participate in office discussions and make their voice heard.



Structure of Zoho Connect





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Feeds

Feeds

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Channels

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Forums

Manuals

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Files

Custom Apps Feeds refer to the list of updates and related discussions on the wall. There are three types of walls in Zoho Connect.

- **My Feed:** It is the feed that is specific to each user in the network, all updates from the groups that the user is part of and all updates where the user has participated or mentioned will be listed on My feed.
- **Company Wall:** Company wall is common for all the users in the network, all updates and discussions which are common for everyone in the company can be posted on the company wall.
- **Group Wall:** Group wall is specific to a particular group. Group related updates and discussions are posted on the group wall by its members.



+ New Group

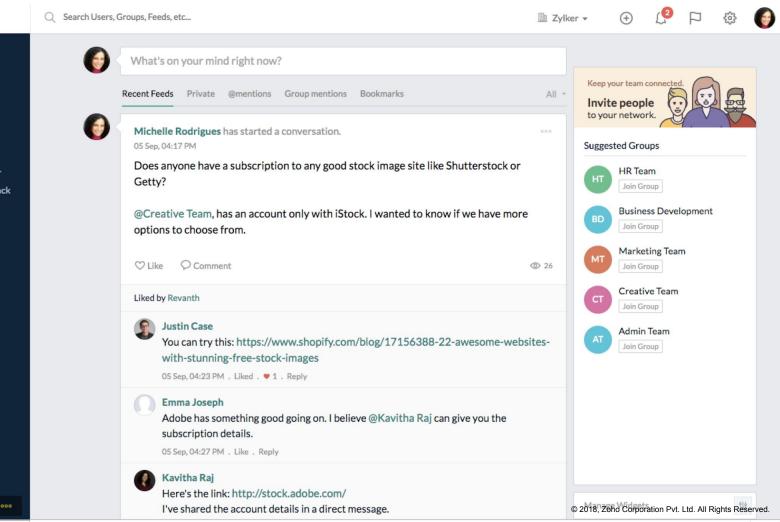
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Contacts

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Channels

Chats





Channels - Powered by Zoho Cliq

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Feeds

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Custom Apps Channels are chat rooms created inside the network. Users can create channels and add their fellow users to have a group chat. There are two kinds of channels in Zoho Connect.

- **Private Channels:** As the name suggests private channels are private between a group of people who are part of it and are not visible to anyone else in the organization. Employees can create channels and can invite their colleagues to have a group chat.
- **Group Channels:** A channel can also be linked to a group so that all group members will be in sync with the channel. Group channels are only visible to all those group members.

203 ×

O

Eduardo Vargas



Einhard Klein



66 Starting off the day with a good dose of Calvin & Hobbes!

James Smith

This reminds me of the comic strip that @fiona.baumgartner was working on. 🙂

Today

Fiona Baumgartner

Just a little something I've been doing during coffee breaks, a different form of productivity. 😗 Will share once it is done.

Fathima Yilmaz

Can't wait to see it .:)

66 How about these colors for the product list design?



You

The yellow in the right looks a little out of place. Maybe, a different color there?



Eduardo Vargas

Sure, will provide a different option there.



Einhard Klein

So, are we going with the pinwheel style?



Abbie Jennings

The pinwheel idea sounds great!



Actions ~





Groups

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Custom Apps Give your teams their own space with groups to discuss and collaborate with each other. Create groups for each department in your organization, or for each location if the org is spread across or based on any common interest of your employees.

Public Groups: Public groups are visible to all employees in the network and anyone can view and participate in the discussions in public groups.

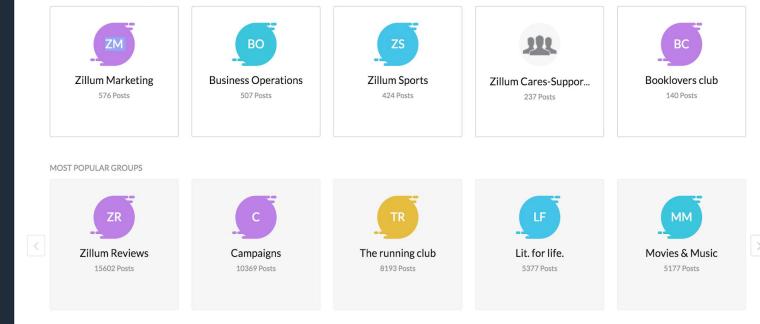
Private Groups: As the name suggests, these are private groups which are only accessible to its members. Group admin will have access to add members to private groups.

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Feeds	Discover Groups My Groups
Channels	Public groups
<u>級</u> Groups	MY GROUPS Creative Team HR Announcements
戸 Forums	UI Design Sales Team
) Manuals	Zillum Editorial Voice of the Custom
✓ Tasks	Engineering Zillum Marketers (P
) Events	Middle Earth was no Zillum PR
C) Files	Zillum Events Cloud Ninjas The Art Collective

Discover Groups

Groups are spaces to get work done as a team, and also to bring together people with similar interests. Here, you can find groups related to your work and interests, and be a part of it. New Group

ACTIVE GROUPS (last 30 days)





Forums

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Custom Apps Forums in Zoho Connect is an ideal platform to share internal blogs & newsletters. Bring context by associating forum discussions with relevant categories.

Categories are created by network admins and can be configured to push news items to everyone.

Forums supports **rich text** editor, **tables**, **iFrames**, **Youtube** and **Image** embeds so that you can add all required collaterals directly in the post.

Zitt	UM	Q Search Users, Groups, Feeds, etc	Hiyoshi Nakano ♡ 1 ○ 3 •••				
89	Recent Posts	Recent Posts					
Feeds	My Posts		Design: Know what your customers want				
a	My Drafts	CodeSearch Enhancements Patricia Boyle - 03 Mar 2015	Design. Know what your customers want				
Channels	,		I was inspired to write this post after I read and shared the article that featured on				
6	CATEGORIES +	This one uber skill will always help you.	Smashing magazine. I personally think that the best process is a flexible one, with standard				
ැඩු Groups	Annual Day Celebrations	Patricia Boyle - 15 Dec 2016 HR & FINANCE	phases that can have various "tactics" and effort that can be applied, depending upon the				
	Business Development		complexity and timelines of the project. Some of us think design process should be				
P	Charity	Top 10 books of this year. Eduardo Vareas - 08 Dec 2016	standardized no matter what the project, and the other think that the design process				
Forums	Design	Eduardo Vargas - 08 Dec 2016	should be "organic".				
	Economy	Interesting blog on Marilyn Monroe.					
Manuals	Food & Drinks	Jasmine Frank - 08 Dec 2016	There is one thing we all agree on: the importance of user research as a foundation to				
~	HR & Finance		design. I feel the best way to design is to research about our users and what they need.				
Tasks	Imp Updates	Personality Theory Patricia Boyle - 08 Nov 2016	The direct answer is know who you are designing for and talk to people like them.Look for				
	Internal Announcements		the patterns. The key is to invest the time to gain the proper level of understanding. If you				
Events	Lifestyle 🥑 Market Updates	MPORTANT : Two Factor Authentication (Internal Release) to access your Zillum A Hiyoshi Nakano - 15 May 2016	use personas and user stories in our process, then create them as reference material. Being				
			real and closer to what our users want would make us successful as a company				
Files	Movies	Talking vs. Speaking					
	Sales Conference	Amritha Agrawal - 15 May 2016					
	Sports		3 COMMENTS 🖻				
Custom Apps	Technology	How to create a website Eduardo Vargas - 23 Apr 2016					
	Weekend events		Jasmine Frank I know @Hiyoshin you posted this from Design perspective. However, Another related				
	Others	Knowledge is not a substitute for Skill	post worth checking out is from Social Media B2B:				
		Patricia Boyle - 23 Apr 2016 HR & FINANCE	http://socialmediab2b.com/2010/03/think-really				
			Excellent post buddy! 🙂				
		Design: Know what your customers want	22 Apr 2013 . Like . Reply				
		Hiyoshi Nakano - 18 Apr 2013	and the manual transmission transmission				
		A Fearless Frontline	Amritha Agrawal				
		Charles Stone - 18 Apr 2013	How can you determine exactly what it is your customers want?				

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Manuals

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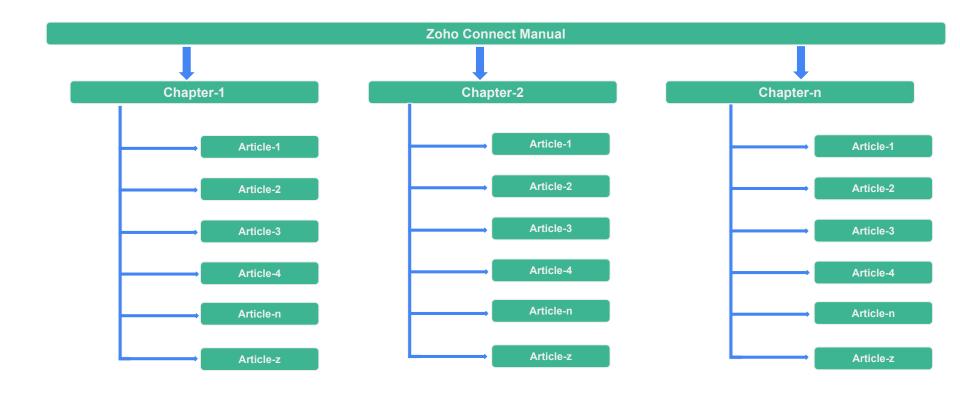
Create a searchable and organized knowledge base for your organization with Manuals in Zoho Connect. There are two kinds of manuals in Zoho Connect.

- **Company Manuals:** Manuals published at company level are called company manuals and these are accessible by everyone in the Network (Company).
- **Group Manuals:** Manuals which are published at group level are called group manuals and these are accessible only by group members of that particular group.

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#Structure of Manuals in Zoho Connect



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III Manuals



			RECENT ARTICLES (1)
			Colour Palette for the home page Colour Palette for Zylker corp. website. Patricia Boyle
Company Wall Help Guide for editor	Drupal CMS guidelines	Company Wall Zylker Corp. Logos, images and policy guidelines	Contact Form Best practices Website design best practices. Patricia Boyle
Patricia Boyle 25 Mar	Eduardo Vargas 21 Mar	Patricia Boyle O1 Mar	User database - master table structure Database Structure Patricia Boyle
Company Wall Content structure for website	Company Wall Database Structure	Company Wall Website design best practices.	Revised content for features page. Content structure for website Eduardo Vargas
Fathima Yilmaz 21 Feb	Patricia Boyle 🗐 18	Fathima Yilmaz 🗐 13	Logos in High definition Zylker Corp. Logos, images and policy guidelines Eduardo Vargas 06 Mar
	open group		Drupal settings guide. Drupal CMS guidelines © 2018, Zoho Corporation Pvt. Ltd. All F

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Create article

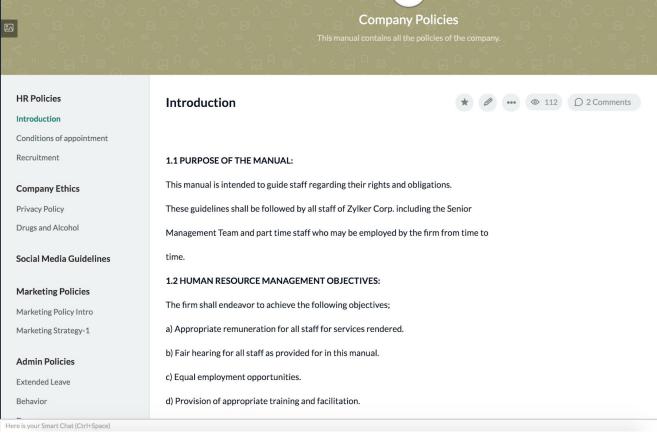
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Feeds	My Group Manuals	8 ⁽⁾ C 🗔
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Channels	Following	
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Forums	Zillum Marketing	HR Policies
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Manuals	Engineering	
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Tasks	Brain pickings	Recruitment
Ē	Groupies	
Events	Book worms	Company Ethics
	Movie Fanatics	Privacy Policy
Files	Sales team calls	Drugs and Alcoho
	The Anythings Group	
	Feature development	Social Media Gu
Custom Apps	Usability Engineers	
	Sample Private Group	Marketing Polic
	Thanks Giving	Marketing Policy
	Campaigns	Marketing Strateg
	File sharing group	
	Lens 'n' Focus	Admin Policies
	Netherlands	Extended Leave
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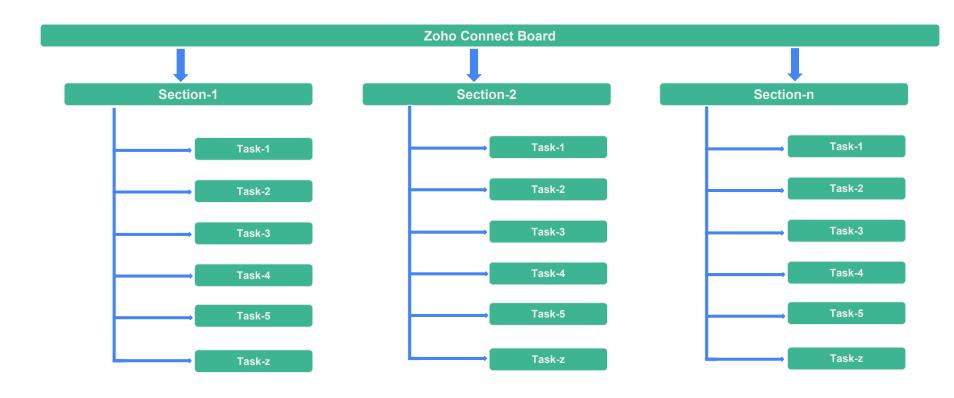
Custom Apps The collaboration platform isn't complete without a proper task management feature. Zoho Connect gives you a simple and effective way to manage your tasks.

Private tasks: Tasks which are created and shared(assigned) privately between one or group of people in the network.

Boards: Boards are a collection of tasks related to a common goal in the company. Teams can create boards to track projects and share related tasks.



Structure of Boards in Zoho Connect



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Feeds	My Tasks 4 Private Tasks	New Book Launch *	Press Conference 5	12 24 Overdue Pending Social Media and online presence 7	+
G Channels	BOARDS End-to-end customiz	Thorough editing of the book.	Making a list of media people 42	Facebook and twitter posts Or +2 to be scheduled for the launch.	Back cover design 15 Apr
ැහූ Groups	New Book Launch 2 Personal to-dos	Finalise the covers and bio.	iii 20 Oct 2017	⊞ 19 Oct 2017	Front cover design
Forums	Zylker Roadmap Zylker Website 2	Get all the social media and online posts reviewed and ready.	Arranging the venue (co- ordinate with the event management partner)	• Blog post for the release. 🔮 +1 19 Oct 2017	Book synopsis to be prin on the back cover.
) Manuals		Zyiker website 2	Video for the launch.	Preparing the press invites (content and design)	Reviewing the Facebook and 6
✓ Tasks		Deadlines, deadlines,	≡ 0/9	i 21 Oct 2017	Author bio Co-ordinate with the client or
Events		deadlines. Do not over step them.	Getting exclusive one-on-one 💮 +1 with the client.	• Reviewing the blog post. 🕞 +1 📾 20 Oct 2017	sure they're okay with whaten printed. Also, make sure to ge on previous awards (if any).
C Files		Press meet essentials- invites, venue, and getting one-on-one interviews. Co-ordinate with the client's agent.	Hiring photographers and videographers for the event (co-ordinate with the event	 Short video on the client and ⁺³ the process behind the book. Co-ordinate with the client's agent on this. 	 Reviewing the book synutration and the author bio.
⊡ ←≣	+ New Board ••••	+	management partner).	菌 25 Oct 2017	Check with the client once the ready.



Feeds

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Events

Files

Custom Apps Zoho Connect makes it easier for you to create and track events in the organization. Let it be a private party of your team or annual conference of the company, create events in Zoho Connect and invite people.

There are three types of events in Zoho Connect.

- **Private Events:** Events that are private to one or group of people in the network are called private events, these events will only appear to the people who are part of it.
- **Group Events:** When you create an event and invite a group to it, it is called the group event. This event will show up in the calendar of all those group members and will also be posted as an update on the group wall.
- **Company Events:** Events to which all users of the network are invited are called company events. It shows up in the calendar of all network members and will also posted as an update on the company wall.

Janu	ary 2017					Month	Week Da	y List	+							
SUN	MON	TUE	WED		THU		FRI	S	SAT							
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29	30	31	1		2		3		4							
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Custom Apps Files in Zoho Connect lets you create a shared file repository for your company and for each group in your network.

Company Files: Company files is a file repository accessible by everyone in the company. The permissions on who can upload files to this repository can be configured.

Group Files: Group files is a repository created for a particular group and is accessible by only that group members.

						ZOHO
• Recent	All	Documents	Spreadsheets	Presentations	PDF	
☆ Favorites	Earlie	r			Auth	nor
D Folders						
 2017 Financials 	Leave Policy Announcement.txt			Edua	ardo Vargas	
Bonus Materials	Zillum marketing.docx			Me	Me	
Application	F	Product Roadmap	o.docx		Me	
Appraisal Terms	🛓 V	Website home page banner.jpeg			Fath	iima Yilmaz
HR Policies	-R .					
 Marketing 	N 🖆	Ainutes of sales &	& mrketing meeti	ing.docx	Einh	ard Klein
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► Sales	Z	Zillum Marketing	campaign details.d	locx	Me	

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Custom Applications

Custom Apps is a simple low code, drag and drop app builder which lets you create custom apps for your network to automate your business processes. Apps in Zoho Connect can be built at company and group levels.

Company Custom Apps: These are the apps built and published for everyone in the company and all employees can access these apps.

Group Custom Apps: Custom apps created for a particular group are called group custom apps. These apps are only accessible by group members.

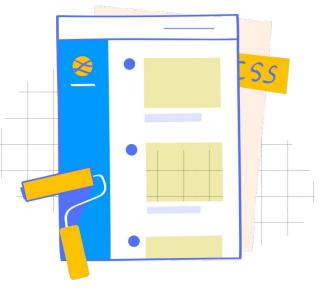
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		Zviker			Q Search users, feeds, group	NS	2 🛞 -
ly Fe							×
box ly Ta	Inventor	y Manageme	ent			😝 Save & Access this Application Actions	*
ly Ev	Q	FIELDS		Inventory Management Form 👻	ш ©-	FORM PROPERTIES	
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roup					Validati	Validation	
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₅ oho						One Entry Per IP Address	



Customizing Zoho Connect

You can make Zoho Connect in tune with your business with out of the box customization options.

- Upload your own logo & favicon.
- Change the color scheme and tune the UI with custom css option.
- Upload a custom background to the login page.
- Integrate Zoho Connect with 3rd party applications.
- Using Zapier, integrate Zoho Connect with 1000+ applications.



Setup

Network Settings

Users & Profiles

Customization

Groups

Analytics Active Directory

Export Import

Customization

LOGO & FAVICON CUSTOM CSS



Logo
Favicon

Zittom

Change

Witch to default Favicon



Configuring Zoho Connect - Network Settings

Zoho Connect makes the collaboration in your organization easy as breeze yet giving you flexibility to configure it with its granular level permissions.

- **Manage Apps for your network:** You can turn few options in Zoho Connect off so that your users will not see them in the UI. You can turn them on when you want them.
- Set Network Policies: Set policies and decide on who can create groups, channels, boards etc in your network.
- **Assign Permissions:** Configure permissions and choose who can post on the company wall, who can make announcements, who can create events etc.



Who can create public groups?

Who can create private groups?

Who can create channels?

Who can view email addresses?

Who can create boards?

Who can create manuals?

Do you need user wall?

 Yes Can members start private conversations? O No Do you want to enable Chat? O No This also includes one-on-one chat, group chat, audio and video calls.

Everyone

O Network Admins Only

⊖ Everyone

Network Admins Only

 Everyone Network Admins Only

O Everyone Network Admins Only

 Everyone O Network Admins Only

O Everyone Network Admins Only

O Yes No

Yes

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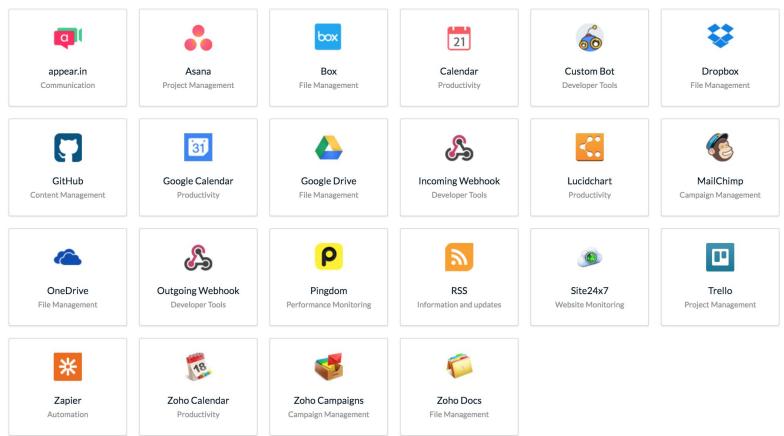


Integrations

With Zoho Connect's integrations with other apps, you can bring together all notifications from them to a single page, and access it from within a Zoho Connect group.









Customer use case - Max Healthcare

Max Healthcare is a leading chain of hospitals in India with more than 14 hospitals and various location of Delhi, Punjab & Uttarakhand and with over 12000 employees.

- Max uses Zoho Connect as their employee portal where they publish all the internal news, announcements and share all office happenings with employees.
- Max hosts all its internal company and employee policies on Zoho Connect using Manuals feature and thereby making them available for all its employees when necessary.
- They say it has now become easy for them to maintain and update the policies with Zoho Connect as it used to take more time sending multiple emails and making multiple announcements even for small edits before.

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Customer use case - Max Healthcare

- Max has hospital and specialization specific groups created in Zoho Connect to streamline the internal communications accordingly.
- They post all internal job postings, new employee appointments, employee surveys, offshore meeting details etc on Zoho Connect making it a one stop tool for all internal information.
- They are now in the process of creating a custom app in Zoho Connect for hosting their annual employee survey.

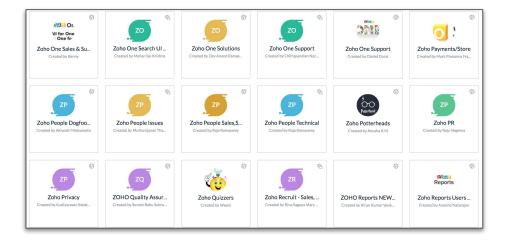


We at Zoho Corp use Zoho Connect for all our internal communications and below are some use cases that we use it for.

- **Product Specific groups:** Zoho has 40+ products under its umbrella and we create product specific groups to discuss about specific issues, developments about each of our products.
- **Open house:** Our CEO conducts open house discussions once in every two weeks to answer all employee questions personally and to make sure he addresses all issues and communicates the company's vision and mission to all employees without fail.

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	Sridhar Vembu . 23 Feb. 03:49 PM m here for #openhouse ase post with your name, and please be civil!
310 C	omments 🗏 🖻
	Guest#1 Opinion on Aircel network's lose 23 Feb, 03:52 PM . Like . O 6 . Reply Sridhar Vembu https://www.thehindubusinessline.com/info-tech/9-lakh-aircel-customers-try-to- port-out/article22818276.ece Nearly nine lakh Aircel customers across India decided to port their
	numbers to other telecom service providers on Wednesday due to frequent call drops, amidst reports that the telecom company is facing financial difficulties. Jio and the extreme debt-based business model are taking their toll. Prices are falling and the market is highly competitive. India has among the lowest prices for cellular services in the world and it is tough to compete. 23 Feb, 04:00 PM . Like . • • 6
3	Guest#2 Hi Sridhar, Would you be able to share us an update on the startups that we acquired/invested? How are they doing? 23 Feb. 03:53 PM . Like . Reply

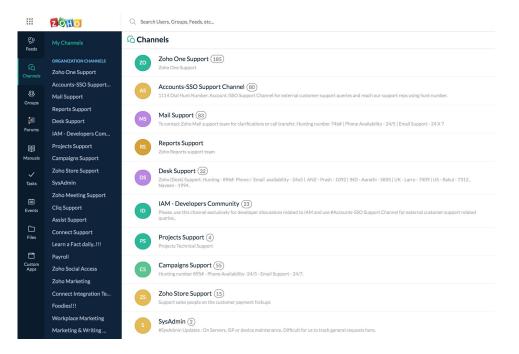


• **Company wall for Imp announcements:** All important news and announcements are shared on the company wall in Zoho Connect so as to make sure it reaches everyone in the company and all questions about it are answered.

🛐 Zoho Corp Wall / Feeds 🔻		
	Raju Balasundar has posted an announcement. 15 Nov 2017	000
	Annotator chrome extension -	Internal release
		x 🗿 :
	© Chrome Extension	Capture Part of the Screen
		Delayed Capture (Fullscreen)
		Open Annotator
	Annotator	
	Chrome extension to capture and annotate web annotations to images on your desktop such as d diagrams after opening the Annotator and uploa	esign mockups, illustrations, and
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	17 more comments	



• Internal Support Channels: Zoho runs on Zoho and hence we have created product specific support channels where employees can get their questions answered about Zoho products they use.





Customer use case - Lulu International Exchange

LuLu International Exchange is a leading name in financial service sector primarily dealing in foreign exchange, global money transfer and salary and wage administration. Established in 2008, LuLu International Exchange has its global headquarters in Abu Dhabi and operates across several GCC countries such as Oman, Kuwait, Qatar, Bahrain as well as India, Bangladesh, Seychelles and Philippines with more than 3500 employees.

- They say that Zoho Connect helped them to bridge the gap between employees and the top management.
- Lulu Exchange uses Zoho Connect to connect with its franchisee network across the globe. All the important updates from the head office are posted on Zoho Connect and all relevant discussions happen there.



Customer use case - The City Health Care Partnership CIC

City Health Care Partnership CIC is an independent 'for better profit' and co-owned Community Interest Company responsible for providing local health and social care services and have more than 2500 employees.

- They created location and department specific groups in Zoho Connect to keep the communication streamlined.
- They invite external consultants as **guest users** to the network so as to involve them in the internal activities with limited access.
- CHCPCIC has many field and remote workers who doesn't work from a fixed office location and they say Zoho Connect has made working with them simpler and efficient.

What next?

Wondering if Zoho Connect works for your organization?

Contact us for a product demo and our experts will help you understand the product better.

Email us at <u>support@zohoconnect.com</u> or visit <u>www.zoho.com/connect</u> for more details.

